

FLIGHT PROJECTS DIRECTORATE  
STATUS REVIEW PACKAGE (SRP)

**COMMITMENTS AND OBLIGATIONS CHART (COB)  
USER GUIDE**

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The following documentation is an overview of the Commitments and Obligations Windows program operation.

## **RUNNING A CHART FROM WINDOWS**

There are two ways to run the COB chart in the Windows environment:

The first is to double click on the COB icon. This will load the COB chart and automatically load the last file opened.

The second way is to click on the COB icon. Make sure the title under the icon is highlighted. Move the pointer up to File and click. Move the pointer to Properties and click. This will bring up a dialog box that has the program's name. After the program name, enter the correct path and file name of the file chart to be opened and click on **OK**. Then move the pointer back to the icon and double click. This will open the chart and the file that was specified in the Properties dialog box.

## **CREATING A NEW CHART**

Move pointer to the menu bar and click on File. This will reveal the File pulldown menu. Move the pointer down the pulldown menu to New, and click. This will display a chart type dialog. Select the appropriate chart type and click on **OK**. This will display the Options dialog box. Enter the "Starting Year". Valid years are 1960 to 2050.

Enter the "Authority" or the amount of money approved at the current time, and select the appropriate radio button for the 506 Authority to be applied to all months or month by month.

Under the section "Plotted Dollars" select the setting "In Millions" if the entries to be made will be in Millions of dollars or "In Thousands" if the entries will be made in Thousands of dollars.

When all the selections are made, click **OK** or **CANCEL**. **OK** will accept the changes made. **CANCEL** reverts back to previous selections or default settings.

## OPENING AN EXISTING FILE

To open an existing file, move the mouse to the menu bar and click on File.

This will display the File pulldown menu.

Move the pointer to Open, and click on Open.

This will display a chart type dialog. Select the appropriate chart type and click on **OK**.

This opens a dialog box where either the path and filename can be typed or the file can be found by scrolling through the file box. The file box can access any drive, subdirectory, etc.

Enter the desired path and file. Then move the pointer to **OK**, and click on **OK**, -or- move the pointer to the file to be opened, and double click on it.

## IMPORTING DATA

The following describes the Import process for a Commitments chart in the "COB" (Commitments and Obligations) program.

Two files are required for importing data. CMTXXXXX.PRN holds the information being imported (usually created using Lotus 123), and CMTXXXXX.IMP which maps the information in the ".PRN" file to the appropriate field locations in the COB chart. "XXXXX" is to be user defined. Both files must have identical names other than the extensions, and the first three characters must be "CMT" for a Commitments chart, and "OBL" for an Obligations chart.

Described below is the necessary information that is required in the ".IMP" file for a Commitment or Obligation chart:

### **LABEL    FIELD NUMBER**

project	4
year1	8
year2	23
year3	38
year4	53

Described below is the contents of a ".PRN" file created using Lotus 123 :

project	PROJECT XYZ														
year1	12	12	14	15	16	17	18	19	21.1	22	22.2	23.1	22	22.2	24.1
year2	11.2	12	13	14	15	16	17.2	18	19	22	22.1	22.7	22.8	23.1	24
year3	14.4	15	16	16	16.6	17.2	18.4	19.5	20.2	21.9	22.1	23	24	24.9	
year4	11.2	12	13	14	15	16	17.2	19	21.1	22	22.2	23.1	22	22.2	24.3

To import a ".PRN" file, ensure that the ".PRN" and ".IMP" files have the same name other than the extensions.

Move the mouse pointer to the menu and select File. This will reveal a pull down menu. Select Import. Access the directory that contains both the ".PRN" and ".IMP" files (they must reside in the same directory). Select the appropriate file to import by double clicking on the file name, or clicking once on the filename and then clicking on Import. This action will import the ".PRN" file.

An ".IMP" file can be edited to change the "LABELS" to match those in the ".PRN" file. While in the Import dialog box, select the ".PRN" filename that matches the ".IMP" file that needs editing. Click the mouse on Edit. This action will load "NOTEPAD.EXE" and the corresponding ".IMP" file. Make the necessary changes to the LABEL names. When editing has been completed, save the changes and exit "NOTEPAD". To then Import the file, double click on the filename, or click once on the filename and then click on Import.

**Special note:** The **FIELD NUMBERS** should not be edited. If they are changed, unpredictable results may occur.

## MULTIPLE CHART IMPORT

The following describes the process for importing several CMT (Committments) charts at one time:

Two files are required for importing multiple charts. CMT.DAT holds the data being imported, and CMT.IMP which maps the information in the CMT.DAT file to the correct chart fields in their respective filenames. These two files must be named CMT.DAT and CMT.IMP.

Listed below are is a sample **CMT.IMP** file:

### NAME/FIELD NUMBER

ASOF	1	
POP	3	
@MONTH	-1	
PYPLAN*	11	
~PYACT*	26	
CYPLAN*	41	
~CYACT*	56	
~506*	98	
#		
400.CMT 400		(Puts data into filename 400.CMT)
402.CMT 402		(Puts data into filename 402.CMT)

File 400.CMT and 402.CMT must first be created in order for this process to work.

Listed below is a sample **CMT.DAT** file:

POP	91-1
ASOF	10/30/91
CMTH	01
400PYPLAN	1 2 3 4 5 6 7 8 9 10 11 12
402PYPLAN	2 3 4 5 6 7 8 9 10 11 12 13
400PYACT	1 3 4 5 6 7 8 9 10 11 12 13
402PYACT	1 1 2 3 4 5 6 7 8 9 10 11
400CYPLAN	1 2 3 4 5 6 7 8 9 10 11 12
402CYPLAN	2 3 4 5 6 7 8 9 10 11 12 13
400CYACT	1.1 .0 .0 .0 .0 .0 .0 .0 .0 .0 .0
402CYACT	2.1 .0 .0 .0 .0 .0 .0 .0 .0 .0 .0

Summary: CMT.DAT contains information for the two files named, 400.CMT and 402.CMT that are referenced in the ".IMP" file. Line 1 contains the POP. Line 2 of **CMT.DAT** contains the "As of:" date that will go in these three files. Line 3 contains the current or applicable month eg: October = month 1, November = Month 2 etc. which is an index to the correct field where the data is supposed to go. Line 4 & 5 contain the "PY Plan" data in the two charts 400.CMT and 402.CMT. Line 6 & 7 contain the "PY Act" data for the two charts. Line 8 & 9 contain the "CY Plan" data for the two charts. Line 10 & 11 contain the "CY Act" data for the two charts.

The ".IMP", ".DAT", and target files all must exist and reside in the same subdirectory.

To import multiple files, Move the mouse pointer to the menubar and click on File and then select Import. This action will bring up the Import dialog box. Access the directory where the ".IMP", ".DAT", and the target files all reside. You will **not** see the ".DAT", ".IMP", or the target files listed in the file list box. Click on the "All" button. This action will import the information listed in the "CMT.DAT" to the charts listed in the "CMT.IMP" file.

To edit the ".IMP" file, Move the mouse pointer to the menubar and click on File and then select Import. This action will bring up the Import dialog box. Access the directory where the ".IMP", ".DAT", and the target files all reside. You will **not** see the ".DAT", ".IMP", or the target files listed in the file list box. Click on the "Edit all" button. This action will load "Notepad.exe" and the "CMT.IMP" file for editing. This should be done only for the purpose of adding filenames to the list of filenames. Changing anything else may cause unpredictable results. After editing the file is completed, save the file and exit "Notepad.exe". This will return you to the "Import Dialog Box". Click on the "All" button to complete the import process.

## ENTERING DATA

Position the pointer over the field you want to enter. Click on that field. This will display a small dialog box. Type in the Number. Position the pointer over the **OK**, **NEXT**, or **CANCEL** button and click. **OK** will accept the changes, **NEXT** allows the next field to be entered, and **CANCEL** will leave the field unchanged. **Cancel** will only cancel the current entry. Valid entries are **0 - 9999**. All invalid entries will display an error box. The field will be left blank. Reselect the field and re-enter the number if needed.

## TITLES DATES AND FOOTNOTES

Move the pointer to the field to edit and click. This will display an entry box.

Make the entry.

Move the pointer **OK** or **CANCEL** and click.

**OK** accepts the entry, and **CANCEL** reverts back to what was previously entered in that field.

The proper format to use when entering in the date is MM/DD/YY;  
e.g. 07/30/90.

## ANNOTATIONS

An annotation can be made almost anywhere within the chart.

Position the pointer to the bottom left of where an annotation is needed and double click. This will open an entry box.

Type in the annotation, and click **OK** or **CANCEL**. **OK** accepts the annotation, and **CANCEL** prevents the annotation from being made.

To move an annotation, position the pointer on the annotation and depress the left mouse button. The pointer will change to a "cross-hair". Drag the annotation to the desired position. Release the mouse button when the positioning of the annotation is satisfactory.

To change the attributes of an annotation, move the pointer to the menu bar, and click on Edit. Then click on Annotate. This will display a dialog box where the color, size, and font can be changed for each annotation.

Use the **PREVIOUS** and **NEXT** buttons to flip through the annotations.

If an annotation is in an undesirable location and cannot be moved, delete the annotation by using the annotation dialog box.

## OPTIONS

Position the pointer over the menu bar and click on Format. Then click on Options.

Any option can be changed at any time with the exception of the number of periods. This can only be increased or left the same.

Refer to section on "NEW" for changing the options.

## SAVE/SAVE AS

To save a file, position the pointer on the menu bar. Click on File, then click on Save or Save As.

The option "Save As" allows you to save the file using any legal file name and path.

The option "Save" saves the current file to the current file name.

If the current file is new and has never been saved, the "Save As" dialog will appear.

All files will be saved with a ".CMT" extension for Commitment charts and a ".OBL" extension for Obligation charts.

## LINES

Position pointer over the menu bar and click on the option Format. Then click on Line Styles. This will open a dialog box where the line styles and colors can be changed.

Click the radio button for the desired line style and color that corresponds to a particular line on the chart.

To **EXIT**, click on **OK** or **CANCEL**. **OK** saves the changes, and **CANCEL** reverts back to the previous settings.



## ERROR BOXES

Error Boxes can be displayed for several reasons:

### OPENING A FILE:

If you type in the wrong file name, an invalid file name or the file cannot be found, then an error box will appear.

### ENTERING AN INCORRECT NUMBER:

Valid numbers range from **0 - 9999**. If you type in a number other than in the specified valid range, an error message will appear.

If an invalid "Starting Year" is entered in the "Options" dialog box, an error will result. The range of valid years is **1960-2050**.

## WARNING BOXES

A warning box will be displayed if the user has made changes to a file and:

- tries to open another file without first saving the current file.
- tries to create a new file without first saving the current file.
- tries to quit without saving the current file.

The warning box asks the user if they would like to save the file. The correct responses are either **YES**, **NO**, or **CANCEL**. **YES** saves the changes. **NO** continues on without saving the file. **CANCEL** aborts the operation.

A warning box will be displayed if the user attempts to save a new file to an existing file name. The warning box asks the user if the existing file should be overwritten. **YES** overwrites the file, **NO** and **CANCEL** allow the user to enter a new file name.

## DELETE

To delete a file, position the pointer on the menubar. Click on File, then click on Delete. This opens a dialog box where either the path and filename can be typed or the file can be found by scrolling through the file box. The file box can access any drive, subdirectory, etc.

Enter the desired path and filename to be deleted or move the pointer to the file to be deleted and click. Move the pointer to **OK** and click. This action displays another dialog box as a safety measure to ensure that the user really wants to delete the selected file. **CANCEL** aborts the operation, **OK** deletes the file.

## PRINTER SETUP

To access the Printer Setup, Move the pointer to the menubar and click on File. Move the mouse to Printer Setup and click. This will bring up a dialog box where the printer modes can be changed. Make sure the printer is set up for "Landscape" before printing.

## PRINTING

Move the pointer to the menubar and click on File. Move the mouse to Print and click. This will print the chart on the Windows default printer.

## EXIT

To exit an existing file, move the pointer to the menu bar and click on File. Move the pointer to Exit, and click on Exit.

If the file has no new changes, then the program will terminate.

If the file has unsaved changes, a warning box will appear and prompt the User to save the current file.